

	<h1 style="text-align: center;">State of South Carolina</h1> <h2 style="text-align: center;">Request For Proposal</h2> <h3 style="text-align: center;">Amendment One</h3>	Solicitation Number	1-1064-09
		Date Issued	7/13/2009
		Procurement Officer	Ingrid Williams
		Phone	(803) 898-9750
		E-Mail Address	<a href="mailto:procurement@ddsn.sc.gov">procurement@ddsn.sc.gov</a>

**DESCRIPTION:** To acquire service for a series of five (5) full-semester graduate level contracted courses; to be provided for applicable SCDDSN employees seeking the requirements to qualify to take the examination to become a Board Certified Behavior Analyst by the Behavior Analyst Certification Board (BACB).

**USING GOVERNMENTAL UNIT:** The South Carolina Department of Disabilities and Special Needs

*The Term "Offer" Means Your "Bid" or "Proposal".*

**SUBMIT OFFER BY (Opening Date/Time):** 7/16/2009 @ 10:30am    See "Deadline For Submission Of Offer" provision

**QUESTIONS MUST BE RECEIVED BY:** 7/2/2009 @ 3:00pm    See "Questions From Offerors" provision

**NUMBER OF COPIES TO BE SUBMITTED:** **One Original (1) original and Three (3) copies (marked 'copy')**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

**SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:**

**MAILING ADDRESS:**

SC Dept Of Disabilities & Special Needs  
P.O. Box 4706  
Columbia, S.C. 29240

**PHYSICAL ADDRESS:**

SC Dept of Disabilities & Special Needs  
3440 Harden Street Suite 220  
Columbia, S.C. 29203

See "Submitting Your Offer" provision

<b>CONFERENCE TYPE: Pre-Bid/Proposal</b> <b>DATE &amp; TIME: 7/2/2009 @ 10am</b>  As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	<b>LOCATION: SCDDSN</b> <b>3440 Harden Street</b> <b>Columbia, S.C. 29203</b> <b>Conference Room 180</b>
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<b>AWARD &amp; AMENDMENTS</b>	Award will be posted on <b>August 25, 2009</b> . The award, this solicitation, and any amendments will be posted at the above listed physical address and at the web address: <a href="http://www.ddsn.sc.gov/aboutddsn/procurementopportunities.htm">http://www.ddsn.sc.gov/aboutddsn/procurementopportunities.htm</a>
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

<b>NAME OF OFFEROR</b> <small>(Full legal name of business submitting the offer)</small>		<b>OFFEROR'S TYPE OF ENTITY:</b> <small>(Check one)</small>  <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ <small>(See "Signing Your Offer" provision.)</small>
<b>AUTHORIZED SIGNATURE</b>  <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		
<b>TITLE</b> <small>(Business title of person signing above)</small>		
<b>PRINTED NAME</b> <small>(Printed name of person signing above)</small>	<b>DATE SIGNED</b>	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

<b>STATE OF INCORPORATION</b> <small>(If offeror is a corporation, identify the state of Incorporation.)</small>	
<b>TAXPAYER IDENTIFICATION NO.</b>  <small>(See "Taxpayer Identification Number" provision)</small>	<b>STATE VENDOR NO.</b>  <small>(Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a>)</small>

## PAGE TWO

(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)				<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)				
				Area Code	Number	Extension	Facsimile	
				E-mail Address				
<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)				<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)				
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)				<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)				
<b>ACKNOWLEDGMENT OF AMENDMENTS</b>  Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue.  See "Amendments to Solicitation" Provision	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
<b>DISCOUNT FOR PROMPT PAYMENT</b> See "Discount for Prompt Payment" clause	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)				
<b>PREFERENCES – SC RESIDENT VENDOR PREFERENCE</b> 7(June 2005): Section 11-35-1524 provides a preference for offerors that qualify as a resident vendor. A resident vendor is an offeror that (a) is authorized to transact business within South Carolina, (b) maintains an office* in South Carolina, (c) either (1) maintains a minimum \$10,000.00 representative inventory at the time of the solicitation, or (2) is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina, and the product is made or processed from raw materials into a finished end-product by such manufacturer or an affiliate (as defined in section 1563 of the Internal Revenue Code) of such manufacturer, and (d) has paid all assessed taxes. If applicable, preference will be applied as required by law.				<b>OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE.</b> _____  <b>*ADDRESS AND PHONE OF IN-STATE OFFICE</b>  <input type="checkbox"/> In-State Office Address same as Home Office Address <input type="checkbox"/> In-State Office Address same as Notice Address <div style="text-align: right;">(CHECK ONLY ONE)</div>				
<b>PREFERENCES – SC/US END-PRODUCT</b> (June 2005): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the item identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(B). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, offeror certifies that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law.				<b>IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT, PART VII (BIDDING SCHEDULE) WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE.</b> <b>OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACES ON THE BIDDING SCHEDULE.</b>				

AMENDMENTS TO SOLICITATION (JAN 2006) (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should call number listed on page one. (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

The following are questions received in response to solicitation #: 1-1064-09

**Q: What facilities will be available to our instructors/students, will there be classrooms available, how about internet access for the employees?**

A: DDSN will make a training room available sufficient to accommodate the instructors and students. Internet access (wireless) may be available, but this is not assured.

**Q: In the proposal, it is required that the courses carry full-semester graduate level credits and transcripts, would you entertain an offer with two options:**

- a. Option for credits or
- b. Option for course completion certificate?

If the goal is to simply certify (BCBA) the employees, and they already have a master's degree, there is no benefit in credits being delivered, and a certificate of completion should suffice.

A. University graduate credit, provided by an accredited university is a requirement. Jerry Shook, Executive Director of BACB confirmed this to DDSN by stating "the courses must be taken for academic credit". This also must have the designation from the Behavior Analyst Certification Board® as "Approved University Training".

**Q: How many students will be enrolled for each course at a time?**

A. We anticipate a maximum of 25 students in any course.

**Q: Will the courses need to be after-hours or will the employees be given time during their workday for the lectures?**

A: Previous courses have been during the work day with student's, if DDSN employees, given release time to participate. We anticipate the same schedule for these courses.